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29 September 1958

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Outline of Document Division Minicard Planning
Participation

1. Assumptions. The Intellofax System must be continued during the Minicard pilot project. This requires that:

- a. Minicard and Intellofax processing of documents be mutually consistent and that variations for one or the other occur when equipment for each is different.
- b. Minicard coding form be designed to permit greatest ease in conversion to Intellofax.

2. Systems Development. It is intended to develop an outline of the system of documentation for Minicard processing and coding which will result in the following manuals or portions of manuals.

- a. Document flow and handling from receipt in the mail room up to machine operations--batch sequence relationships. ✓
- b. Coding of approved Minicard form--procedural. ✓
- c. Coding of phrases--intellectual. ✓
- d. Codes to be used in pilot project: new area codes, modifiers, security classification and restrictions, and others. ✓

3. Questions for Experiment. There are some questions for which tentative answers will be discovered only after experimenting with actual test operations even prior to the pilot project main operations. For example:

- a. To what extent will phrase coding affect the screening operation and established nodex policies and standards and established nodex dissemination policies and practices? ✓

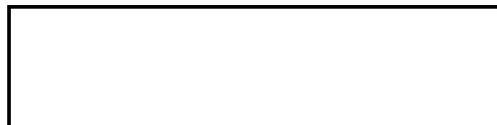
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- b. How will automatic dissemination, later to be tested, affect information selection criteria?
- c. What types of retrieval question will the Minicard Selector permit to fulfill information requests? How complex, how detailed, and with what degree of selectivity of coded elements? The requirements and desires of research analysts, both as to form and content, will guide those tests. The results will be evaluated for their bearing on coding concepts and practices.
- d. What are the problems of clear text coding of names of individuals, organizations, industrial installations, and geographic locations? After the problems have been identified, the Registers will be consulted for advice, and their proposals will be tested.

4. Personnel Assignment. It is requested that two highly competent document analysts be assigned to the Automation Development Group immediately so that the deadline of 15 December 1958 may be met for completing the systems planning. The analysts will be given background on the Minicard concept and equipment, Air Force procedures and techniques, and the OCR project. They will then be assigned specific tasks based upon the questions suggested above.

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